

OFFICE OF GENERAL SERVICES

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REPORT OF OPERATIONS

TO: Chief, General Services

A. Personnel

On Duty

Vacancies

In Process

Office of Chief
Rclds. Mgt. Section
Rclds. Center Section
Mail Control Section

25X9A2

- Document No.

NO CHANGE in Class. ☐

~~SECRET~~ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA ENG., 77/1763

Date: 24/03/78 By: 008

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B. Administration and Problems:

Mail Control Section: A proposed revised courier receipt was submitted for consideration. The proposed receipt is similar to the one used by the State Department and, it is believed, offers several advantages over the present form.

O&M Services has forwarded to us 1500 posters depicting the correct manner of addressing intra-agency mail. The posters are being placed in all offices in which mail is being addressed. The supervisor and assistant supervisor of the Mail Control Section are making the distribution and at the same time checking on the service being given and discussing any problems brought to their attention.

Since the addition of the Alcott Hall stop to the Brief case schedule, we have been unable to make eight daily trips. Accordingly, the schedule has been reduced to seven trips daily.

Records Center: The supplemental distribution activity is now operating on a current basis. All routine requests are filled within 8 working hours of receipt. The costly and time consuming practice of referring worn multilith mats to the Printing and Reproduction Division for the preparation of a limited number of copies of "out of stock" information reports was discontinued this month and was made possible by the delivery of the "copy fix" equipment which was ordered last August.

Microfilming was completed on the OCD/GR Source Control cards (IBM) file. There were 16,224 images filmed.

25X1A9a

Records Management Section: Mr. [REDACTED] an archivist with the National Archives, has been cleared by this Agency and will serve as a consultant on records matters. Mr. [REDACTED] met with our Records Management Staff for indoctrination and discussion of several current records' problems.

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The OCD library has notified the Records Center that approximately 350 cubic feet of material being stored for the library, can now be destroyed. This material was microfilmed before being sent to storage. An examination of the material in question revealed that it is records material and therefore, can be destroyed only upon approval by congress. An estimate indicates the cost of microfilming the material would pay for storage in a Records Center for at least 50 years. These findings have been reported to the library with a request that they give consideration to the excessive cost of microfilming records when permanent retention is not required.

A Personnel Director Memorandum was issued in which the scope and administration of the Vital Material for that office is outlined. The memo has an attached schedule showing the title of records to be deposited and the disposal intervals. This type of memo and schedule is being proposed for issuance by all offices. The schedule will serve as a guide for necessary "follow-ups" when deposits are not made on time.

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A Records Management survey report of the P&SO was completed. Our analysts are assisting in installing and training the P&S office personnel to operate under the recommended systems. The recommendations in this report provide for a record maintenance and disposition program but does not touch on records creation, which concerns the forms, reports and issuances prepared or used by an office.

- C. Project Status Report: Records Management New Project Report attached as Appendix A. *filed in Project file (carbon copy attached hereto)*
- D. Workload Statistics: Attached as Appendix B.
- E. Work Improvement Program: Monthly status report attached as appendix C. *filed in Work Improvement Program (carbon copy attached hereto)*

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Project 1-53 - Records Management Survey of the Office of the Director.

- A. What is it? Recommended procedures and systems for mail control and correspondence filing and disposition.
- B. When is it to be done? Project is in process and should be completed approximately 1 March.
- C. Who is it for? The offices of the respective Deputy Directors and Assistants, which comprise the Office of the Director.
- D. How is it to be done? Correspondence Control Procedure-
1. Study present procedure
 2. Determine control points
 3. Develop control procedure
 4. Obtain necessary concurrences
 5. Install system
 6. Train personnel in its operation

Agency Filing System-

1. Scan correspondence in present files to determine subject matters
2. Adopt Agency File Manual
3. Obtain necessary concurrences
4. Install system
5. Train personnel in its operation

Disposition Schedule

1. Review reference activity and determine the period of time it will be necessary to maintain the various types of material in active office space.

E. Where is it located? Administration Building

F. Why is it necessary? Correspondence Control Procedure-
To provide the knowledge as to location of material received and in process; to insure prompt actions on material received.

Agency Filing System-

To provide a uniform, logical means of filing correspondence and to assure proper documentation of the office activities.

Disposition-

To provide a continued, orderly retention of records at the end of specific periods.

- G. Date Action Started - September 1952
Estimated completion date - March 1953
% completed as of this report - 50%

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NEW PROJECT REPORT:

Project 2-53 - Installation of the Agency filing system and a correspondence control system in PS&O.

- A. What is it? The project is to develop and install a correspondence control procedure and have all subject files maintained in accordance with the Agency File Manual.
- B. When is it to be done? Project is in process and should be completed, including training of personnel in the use of the systems, about 15 March 1953.
- C. Who is it for? The correspondence control procedure will cover all incoming mail and the filing system will be applicable to all subject files of PS&O.
- D. How is it to be done?
- Correspondence Control Procedure-
 1. Study present procedure
 2. Determine control points
 3. Develop control procedure
 4. Obtain necessary concurrences
 5. Install system
 6. Train personnel in its operation
 - Agency Filing System-
 1. Scan correspondence in present files to determine subject matter
 2. Adopt Agency File Manual
 3. Obtain necessary concurrences
 4. Install system
 5. Train personnel in its operation
- E. Where is it located?
- F. Why is it necessary?
- Correspondence Control Procedure-

To provide the knowledge as to location of material received and in process; to insure prompt action on material received
 - Agency Filing System-

To provide a uniform, logical means of filing correspondence; to assure proper documentation of the office activities and to facilitate disposition in accordance with the comprehensive disposition schedule developed for the office.
- G. Date action initiated- December 1952
Estimated completion date- 15 March 1953
% completed as of this report - 50 %

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NEW PROJECT REPORT

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Project 3-53 - Preparation of a comprehensive schedule for the disposition of fiscal records.

- A. What is it? The project is to develop a retention and disposal schedule for records of the overt fiscal activities.
- B. When is it to be done? Project in process and should be completed, including concurrences, about 1 ~~March~~ ^{April} 1953.
- C. Who is it for? Comptroller, Budget and Fiscal Divisions. A schedule for records of Finance Division will be prepared at a later date.
- D. How is it to be done? Inventory the records-procure necessary authority for disposal from General Schedules and disposal schedules approved by National Archives and Congress-describe the records and interpret the authorities so that they can be understood and applied by Office personnel-obtain concurrences.
- E. Where is it located?
- F. Why is it necessary? To provide continued, orderly retirement and disposal of records at the end of specific periods.
- G. Date action initiated - October 1952
Estimated completion date - 1 March 1953
% completed as of this report - 75%

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Appendix B

MONTHLY REPORT-RECORDS CENTER
JANUARY 1953

	<u>THIS MONTH</u>	<u>TO DATE*</u>
1. Records Storage (all figures in cubic feet)		
(a) Received	3222	792.2
(b) Destroyed	4	36
(c) Storage Space: (Total)	6400	---
Records	2592	---
Dest. Material	3167	---
Committed	641	---
Available	0	---
2. Records Reference		
(a) Service Requests	137	788
(b) Items on Requests	846	6559
3. Inter-Agency Reference Service		
(a) Requests	4	14

* The totals in the "To Date" column will revert to 0 at the end of each fiscal year and after June 1952, will always reflect the cumulative totals for the fiscal year of the report.

*For previous reports, see file on
Monthly Reports on Statistical
Information - Admin. Services*

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Appendix B

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MONTHLY REPORT - MAIL CONTROL SECTION

January 1953

	<u>THIS MONTH</u>	<u>TO DATE*</u>
1. Incoming Mail:		
(a) Delivery by Post Office	18,526	139,051
(b) Picked up from Post Office by Courier	2,774	16,610
(c) Picked up from City by courier	5,561	25,898
(d) Letters: Reviewed	4,405	40,305
Recorded	130	3,224
(e) Undeliverable (held in Mail Room)	26	244
2. Outgoing Mail:		
(a) Picked up by Post Office	10,523	81,206
(b) Deposited in Post Office by couriers	7,547	106,949
(c) City deliveries	7,459	40,663
(d) Penalty indicia used		
(1) CIA	1,951	16,359
(2) [REDACTED]	5,370	38,352
(3) SSU	3	22
(e) Postage expended	\$3,163.96	23,280.67
3. Courier Service		
(a) Scheduled Trips	950	6,494½
(b) Special Trips - within agency	157	553
(1) Delivered by foot	113	363
(2) Delivered by vehicle	44	190
(c) Other Agencies	118	609
(d) Trips outside area	5	28
(1) Total time	57 hrs 30 Min.	213 hrs. 25 Min.
4. Files Activity:		
(a) Checking courier receipts	21	259
(1) Total time	7 hrs	45 hrs. 30 min
(b) Request for Administrative Files	10	154
(1) Requests filled	7	105
(2) Requests unfilled	3	39
5. Recruitment:		
(a) Couriers	4	12
(b) Mail Clerks	0	3
(c) Messengers	0	2
6. Separations:		
(a) Couriers	1	10
(b) Mail Clerks	0	1
(c) Messengers	0	1

* The figures in this column will revert to 0 at the beginning of each fiscal year.

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MONTHLY REPORT-DISTRIBUTION

January 1953

	<u>THIS MONTH</u>		<u>TO DATE*</u>
	1952	1953	
1. <u>INTELLIGENCE & INFORMATION REPORTS</u>			
a. Request for Supplemental Distribution	304	373	1925
b. Intelligence Reports:			
Received (Copies 5976)	2115	151	6652
Distributed (Copies 2260)	304	1342	5501
Returned (Copies 879)	207	192	3469
c. Information Reports			
Received (Copies 3921)	---	3921	13486
Distributed (Copies 3883)	772	2983	8944
2. <u>ADMINISTRATIVE ISSUANCES</u>			
a. Request for Supplemental Distribution	---	44	360
b. Regulations			
(1) Initial Distribution (Copies 647)	---	1	34
(2) Supplemental Distribution (Copies 368)	---	23	3788
c. Notices			
(1) Initial Distribution (Copies 28182)	---	15	114
(2) Supplemental Distribution (Copies 208)	---	83	1489
d. Other			
(1) Initial Distribution (Copies 1516)	---	2	10
(2) Supplemental Distribution (Copies 98)	---	4	374

* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.

** The July through September total of information reports received is included in the total of Intelligence Reports received.

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Appendix C

Work Improvement Project #1-53-Rearrange Files & Index Distribution Material

- A. What is it? Rearrange and properly index distribution material.
- B. When is it to be done? Work on this project is being done in addition to the regular work and will be continued as time and work loads permit.
- C. Who is it for? When it is completed, it will make the work easier and faster for the personnel of the unit.
- D. How is it to be done? A limited supply of active current intelligence reports are to be maintained in file cabinets for easy and fast reference. Locations of surplus stock stored in boxes will be noted on the inventory record cards.
- E. Where is it located? In the area assigned to supplemental distribution.
- F. Why is it necessary? Under the present system, intelligence reports are located in six different vaulted areas and the only index to location is the room number. When the project is complete, reference to the record card will give the room number, row and section of shelving.
- G. Date action initiated - October 1952.
Estimated completion date - April 1953
% completed as of this report - 75%

For previous reports see Work Improvement Program file - 1952

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Work Improvement Project #2-53 - Inserting unbound information reports in indexed folders.

- A. What is it? The project is to straighten and refile unbound information reports in properly indexed folders.
- B. When is it to be done? As time and workload of the regular work permits.
- C. Who is it for? To make the work in the supplemental distribution unit more efficient.
- D. How is it to be done? Properly marked folders and guides are being typed up to file the reports in.
- E. Where is it located? In the area assigned to supplemental distribution.
- F. Why is it necessary? Under the present system, reports are in file in numerical order, but guide cards are not provided.
- G. Date action initiated - August 1952.
Estimated completion date - April 1953
% completed as of this report - 70%

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Work Improvement Project #3-53 - Converting Record Cards from old to new Type.

- A. What is it? The project is to replace the present intelligence report inventory control cards with a revised card and to arrange the cards in a sequence that will facilitate references to them.
- B. When is it to be done? As time and workload of the regular work permit.
- C. Who is it for? To make the work in the supplemental distribution unit easier and more efficient.
- D. How is it to be done? The record will be copied from the old card onto the new and refilled in proper order.
- E. Where is it located? In the area assigned to supplemental distribution.
- F. Why is it necessary? The control card was revised to provide specific positions for additional needed information and to provide for more orderly and easier to read postings. The new cards will be arranged by the office of origin and type of report in order to facilitate references.
- G. Date action initiated - Cards ordered in December 1952
and delivered January 1953.
Estimated completion date - April 1953
% completed as of this report - Just starting.

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